



STATE OF CONNECTICUT • COUNTY OF TOLLAND  
INCORPORATED 1786

# TOWN OF ELLINGTON

55 MAIN STREET • P.O. BOX 187  
ELLINGTON, CONNECTICUT 06029-0187  
TEL 860-870-3100 FAX 860-870-3102  
www.ellington-ct.gov

MICHAEL P. STUPINSKI  
First Selectman

MICHAEL P. SCUDIERI  
Deputy First Selectman

PETER J. CHARTER  
DENNIS W. FRAWLEY  
ANN L. HARFORD  
A. LEO MILLER, JR.  
JAMES M. PRICHARD

BOARD OF SELECTMEN  
September 18, 2006  
Town Hall - Meeting Hall

## MINUTES

**SELECTMEN PRESENT:** Peter Charter, Dennis Frawley, Ann Harford, A. Leo Miller, James Prichard, Michael Scudieri and Michael Stupinski

**OTHERS PRESENT:** DPW Director: Peter Michaud; Ellington Volunteer Fire Department: Chief Michael Varney and other EVFD members; Board of Education (BOE): Superintendent Stephen Cullinan, Chairman Dale Roberson, Maurice Blanchette and other BOE representatives; Moser Pilon Nelson Architects: Hugh Pierson; Assessor: Rhonda McCarty;

### **PUBLIC HEARING: Proposed Refuse User Fee**

First Selectman Stupinski opened the public hearing at 7:30 p.m. and read the **attached** legal notice. He asked for comments from the public.

The proposal is to increase the fee from \$90 to \$95.

Hearing no comments, Mr. Stupinski closed the Public Hearing at 7:32 p.m.

#### **I. CALL TO ORDER:**

First Selectman Stupinski called the meeting of the Board of Selectmen (BOS) to order at 7:32 p.m.

#### **II. CITIZENS' FORUM: No one came forward.**

#### **III. APPROVAL OF MINUTES:**

##### **A. August 21, 2006 Special Town Meeting**

**MOVED (CHARTER), SECONDED (HARFORD) AND PASSED UNANIMOUSLY TO APPROVE THE AUGUST 21, 2006 MINUTES OF THE SPECIAL TOWN MEETING.**

##### **B. August 21, 2006 Board of Selectmen Meeting**

**MOVED (CHARTER), SECONDED (FRAWLEY) AND PASSED UNANIMOUSLY TO APPROVE THE AUGUST 21, 2006 MINUTES OF THE BOARD OF SELECTMEN MEETING.**

## IV. UNFINISHED BUSINESS:

## A. Pinney Street Fire Station – Send to Town Meeting/Referendum

MOVED (SCUDIERI), SECONDED (CHARTER) AND PASSED UNANIMOUSLY TO ADOPT THE FOLLOWING RESOLUTION;

RESOLVED, that the Board of Selectmen recommends to the Town Meeting for its consideration that the Town of Ellington appropriate \$2,035,000, and issue bonds or notes and temporary notes in an amount not to exceed \$2,035,000 to finance the appropriation, for the design and construction of a two-story, approximately 9,750 square foot fire station with two double drive-through apparatus high bays, to be located on Town-owned property on Pinney Street in Ellington, south of Windermere Avenue, known as 59 Pinney Street. The project is contemplated to include office, decontamination, SCBA, mechanical, storage, male and female living quarter, locker, shower, toilet, recreation and exercise facilities, an on-site training, meeting room with kitchen, toilets and a separate entrance and an auxiliary emergency generator, and to be completed substantially in accordance with scope definitions and conceptual drawings included in "Presentation to Town of Ellington, Ellington Fire Department, Pinney Street Fire Station" dated March 13, 2006 and drawings entitled "Ellington Fire Department, Conceptual Site & Parcel Layout, Pinney St. Station, Ellington, Connecticut" dated April 2006, both prepared by Fuss & O'Neill Design Build Services, LLC. The appropriation may be spent for design and construction costs, equipment, furnishings, materials, site improvements, utility connections, architects' fees, engineering fees, legal fees, net interest on borrowings and other financing costs, and other expenses related to the project or its financing. The amount of bonds or notes authorized to be issued shall be reduced by the amount of grants received by the Town for the project to the extent that such grants are not separately appropriated to pay additional project costs. The Permanent Building Committee shall be authorized to determine the scope and particulars of the project and to reduce or modify the scope of the project, and the entire appropriation may be expended on the project as so reduced or modified, and shall be vested with the following powers and duties: (i) to approve design and construction expenditures for the project; (ii) to contract with architects, engineers, contractors and others in the name and on behalf of the Town to complete the project; and (iii) to exercise such other powers as are necessary or appropriate to complete the project.

FURTHER RESOLVED, that the Board of Selectmen hereby authorizes the First Selectman to warn a special town meeting to be held in the Meeting Room of the Ellington Town Hall, 55 Main Street in Ellington, Connecticut, on Tuesday, October 3, 2006 at 7:00 p.m. to consider a resolution with respect to the above recommendations.

FURTHER RESOLVED, That the Board of Selectmen hereby designates said resolution for submission to the voters at referendum in the manner provided by Section 7-7 of the General Statutes of Connecticut, Revision of 1958, as amended, which vote shall be held on Wednesday, October 11, 2006, between the hours of 6:00 a.m. and 8:00 p.m. Notice of such referendum shall be incorporated into the notice of Special Town Meeting. The aforesaid resolution will be placed on the voting machines or paper ballots under the following heading:

"SHALL THE TOWN OF ELLINGTON APPROPRIATE \$2,035,000 FOR DESIGN AND CONSTRUCTION OF THE PINNEY STREET FIRE STATION PROJECT, AND AUTHORIZE THE ISSUE OF BONDS AND NOTES IN THE SAME AMOUNT TO FINANCE THE APPROPRIATION?"

Voters approving the resolution will vote "Yes" and those opposing the resolution shall vote "No". Electors, and persons qualified to vote in town meetings who are not electors, will vote at the Ellington High School, 37 Maple Street, Ellington, Connecticut. Absentee ballots will be available from the Town Clerk's office.

#### B. Budget Execution

Mr. Miller questioned the allocation of funds in the Town Clerk, Police and Debt Redemption line items. Mr. Scudieri explained that the budget execution is prepared using the spending pattern over previous years. Mr. Stupinski will ask the Finance Officer to address Mr. Miller's question.

MOVED (SCUDIERI), SECONDED (FRAWLEY) AND PASSED UNANIMOUSLY TO APPROVE THE BUDGET EXECUTION FOR FISCAL YEAR 2006-07, AS PREPARED BY THE FINANCE OFFICER. **(ATTACHED)**

MOVED (SCUDIERI), SECONDED (CHARTER) AND PASSED UNANIMOUSLY TO ADD TO NEW BUSINESS ITEM L, *REQUEST TO FILL TWO LABORER POSITIONS FOR THE DEPARTMENT OF PUBLIC WORKS*; ITEM M, *SEND ADDITIONAL BOE REPLACEMENT VANS TO TOWN MEETING* AND ITEM N, *HUMAN SERVICES COMMISSION – REMOVAL OF MEMBER*.

#### V. NEW BUSINESS:

##### A. Tax Refunds/Abatements:

MOVED (SCUDIERI), SECONDED (FRAWLEY) AND PASSED UNANIMOUSLY TO APPROVE THE TAX REFUNDS IN THE AMOUNT OF \$9,560.58 AND TAX ABATEMENT IN THE AMOUNT OF \$934.01, AS RECOMMENDED BY THE TAX COLLECTOR IN THE REFUNDS/ABATEMENT STATEMENT. **(ATTACHED)**

#### B. BOE Presentation re: School Facilities Recommendation

Mr. Cullinan and Mr. Blanchette came forward. Mr. Blanchette reviewed the School Facilities Study Committee Report submitted to the BOS in March 2005 noting that the schools are running out of space faster than projected. Mr. Cullinan provided an update of the latest school projections **(attached)**.

Mr. Blanchette stated that the BOE would like to move forward with the following projects: Project 1 - Renovate Crystal Lake School; Project 4 - Add 18 classrooms to Ellington Middle School; and Project 7 - Add space to Windermere School Media Center. He anticipates cost estimates submitted in March 2005 will increase by 5%. The BOE wants to present the projects to the voters this year so they can file the ED 049 with the State for reimbursement and then begin the bid process with construction starting in 2009.

Some members questioned if it would be more practical to build an entire new school versus adding classrooms. Mr. Cullinan stated that although working on the schools while students are present is a problem, adding classrooms is more cost effective.

Mr. Stupinski thanked the BOE for their presentation.

C. Set Town Meeting – BOE Additional Appropriation:

MOVED (SCUDIERI), SECONDED (MILLER) TO APPROVE AN ADDITIONAL APPROPRIATION OF \$155,792 FROM 2006-07 UNDESIGNATED FUND BALANCE TO COVER THE 2005-06 BOARD OF EDUCATION ENERGY COSTS, AS APPROVED BY THE BOARD OF FINANCE. FURTHER RESOLVED, TO AUTHORIZE THE FIRST SELECTMAN TO WARN A SPECIAL TOWN MEETING TO BE HELD MONDAY, OCTOBER 16, 2006 AT 7:00 P.M. FOR TOWN MEETING APPROVAL WITH RESPECT TO THE ABOVE RECOMMENDATION.

Discussion:

Mr. Scudieri stated that this request for an additional appropriation within weeks of passing the budget is unprecedented action by the Board of Finance and such action disrupts the integrity of the budget process. He added that the BOE covered the energy account deficit in their operating budget with surplus funds from other accounts.

Mr. Miller stated that energy costs are coming down and, as a compromise, suggested that if the BOE realizes a savings in the energy account for 2006-07 that they are allowed to keep the surplus. Mr. Miller noted that funding for resurfacing the High School track was recently added to the 2006-07 budget.

Mr. Frawley questioned the Board of Finance (BOF) rationale for this appropriation. Mr. Roberson stated that the BOE met with the BOF regarding the escalating energy costs and the BOF told the BOE to manage the cost in their operating budget. The BOF indicated that they would set aside money in the Undesignated Fund in the 2006-07 budget to cover the energy deficit. Mr. Roberson distributed an exhibit showing the energy account expenses in 2005-06 and the under-spent accounts used to pay energy costs (**attached**). Mr. Roberson suggested the BOS table this item for BOF clarification.

VOTE ON MOTION: OPPOSED: SCUDIERI/CHARTER/MILLER/HARFORD/  
PRICHARD; ABSTAINED: FRAWLEY; MOTION FAILED.

D. Increase Airport Sewer Extension Project by \$250,000/Send to Town Meeting:

Mr. Stupinski stated that the bids for this project came in high for construction costs. In addition, the project is too large for Public Works to perform the inspections and this work must be contracted. He also noted an increase in the bonding costs.

MOVED (SCUDIERI), SECONDED (CHARTER) AND PASSED UNANIMOUSLY TO ADOPT THE FOLLOWING RESOLUTION:

RESOLVED, That the Board of Selectmen recommends that the Town of Ellington increase by \$250,000 the \$2,000,000 appropriation and borrowing authorization for design, construction and installation of sanitary sewer facilities to service the Airport Area as defined in the 1998 Update to the Hockanum Sewer Service Area prepared by the Ellington Planning and Engineering Departments, as approved by resolution adopted at Special Town Meeting held October 18, 2004, for an aggregate appropriation and borrowing authorization of \$2,250,000.

FURTHER RESOLVED, that the Board of Selectmen refers such recommendations to the Board of Finance for its consideration.

FURTHER RESOLVED, that the Board of Selectmen hereby authorizes the First Selectman, if said recommendations are approved by the Board of Finance, to warn a special town meeting to be held in the Meeting Room of the Ellington Town Hall, on Monday, October 16, 2006, at 7:00 p.m. to act upon the above recommendations.

E. Set Trash Collection Fee:

MOVED (SCUDIERI), SECONDED (MILLER) AND PASSED UNANIMOUSLY THAT EACH RESIDENTIAL UNIT OWNER BE CHARGED A FEE OF \$95 FOR THE SOLID WASTE COLLECTION SERVICES FOR THE PERIOD JULY 1, 2006 TO JUNE 30, 2007 INCLUSIVE, PURSUANT TO SECTION VIII.a.5 OF THE SOLID WASTE COLLECTION ORDINANCE ADOPTED JUNE 21, 1993 BY THE TOWN MEETING AND AS AN EMERGENCY ORDINANCE BY THE BOARD OF SELECTMEN; AND

THAT THE TAX COLLECTOR IS HEREBY DIRECTED TO ISSUE A BILL IN THE ABOVE AMOUNT TO EACH RESIDENTIAL UNIT OWNER DUE NOVEMBER 1, 2006, WITH NO INTEREST IF PAID ON OR BEFORE NOVEMBER 30, 2006; THEREAFTER INTEREST SHALL BE CHARGED AT THE LEGAL RATE OF 10% OR .833% PER MONTH FROM DECEMBER 1, 2006, OR PORTION THEREOF, UNTIL PAID; AND

IF THE TAX COLLECTOR DETERMINES THAT THE RESIDENTIAL UNIT WAS NOT OCCUPIED AND DID NOT USE SOLID WASTE COLLECTION FOR A CONSECUTIVE PERIOD OF SIX MONTHS, THE TAX COLLECTOR IS AUTHORIZED TO REDUCE THE BILL BY \$47.50 FOR EACH SUCH SIX-MONTH PERIOD; NO REDUCTION IS AUTHORIZED FOR PERIODS LESS THAN SIX MONTHS OR DELINQUENT REFUSE ACCOUNTS; AND

THE TAX COLLECTOR SHALL PRORATE ANY NEW RESIDENTIAL UNITS BASED UPON THE NUMBER OF MONTHS, OR PORTION THEREOF, THE UNITS ACTUALLY USED THE SOLID WASTE COLLECTION, OR WAS OCCUPIED; AND

TO AUTHORIZE THE TAX COLLECTOR TO MAKE ADJUSTMENTS ON CHANGES OF OWNERSHIP OF RESIDENTIAL UNITS THAT HAVE OCCURRED IF THE NEW OWNER IS BEING BILLED FOR A PERIOD OF TIME THAT THE PREVIOUS OWNER HAD NOT BENEFITED FROM SUCH SERVICE; AND

TO AUTHORIZE THE TAX COLLECTOR TO TURN OVER TO A COLLECTION AGENCY ACCOUNTS FOR THE NOVEMBER 2006 BILLING WHICH HAVE BEEN OUTSTANDING FOR SIX MONTHS. THE COLLECTION FEE WILL BE ADDED TO THE DEBTOR BILLS AS AUTHORIZED BY STATE STATUTE.

F. Grant Permanent Status – Ann Marie Conti, Tax Collector:

Mr. Stupinski stated that Ann Marie is doing a great job and supports granting her permanent status.

MOVED (SCUDIERI), SECONDED (FRAWLEY) AND PASSED UNANIMOUSLY TO GRANT PERMANENT STATUS TO ANN MARIE CONTI, TAX COLLECTOR, AS RECOMMENDED BY THE FINANCE OFFICER AND FIRST SELECTMAN.



G. Grant Permanent Status – Diane McKeegan, Town Clerk:

Mr. Stupinski stated that Diane is also doing a great job, noting that he has received several compliments on her performance.

MOVED (SCUDIERI), SECONDED (CHARTER) AND PASSED UNANIMOUSLY TO GRANT PERMANENT STATUS TO DIANE McKEEGAN, AS RECOMMENDED BY THE FIRST SELECTMAN.

H. Authorization to Hire Administrative Assessment Technician/Approve Job Description

Rhonda McCarty came forward to explain the request to hire an Administrative Assessment Technician. She stated that the Assessor's Office had an opening when part time employees Jackie Reno and Sheila Bailey left. During the revaluation process, a technician was hire for the duration of the project. Now that the revaluation assignment is complete, Ms. McCarty would like to hire an Administrative Assessment Technician. Mr. Scudieri asked if there are sufficient funds in the budget to cover this expense. Ms. McCarty responded yes.

MOVED (SCUDIERI), SECONDED (MILLER) AND PASSED UNANIMOUSLY TO AUTHORIZE THE FIRST SELECTMAN TO HIRE AN ADMINISTRATIVE ASSESSMENT TECHNICIAN FOR THE ASSESSOR'S OFFICE AT AN ANNUAL SALARY RANGE OF \$32,000 TO \$36,000, FOR A 35-HOUR WORK WEEK AT A STARTING DATE TO BE DETERMINED. FURTHER RESOLVED, TO APPROVE THE JOB DESCRIPTION, AS SUBMITTED (**ATTACHED**).

I. Re-establish Ad Hoc Drug Free Graduation Party Committee:

MOVED (SCUDIERI), SECONDED (MILLER) AND PASSED UNANIMOUSLY TO RE-ESTABLISH THE AD HOC DRUG FREE GRADUATION PARTY COMMITTEE FOR ANOTHER YEAR.

J. Historic Document Preservation Grant Application:

MOVED (SCUDIERI), SECONDED (MILLER) AND PASSED UNANIMOUSLY TO ADOPT THE FOLLOWING RESOLUTION:

RESOLVED: THAT MICHAEL P. STUPINSKI, FIRST SELECTMAN, OR THE TOWN CLERK AS HIS DESIGNEE, IS EMPOWERED TO EXECUTE AND DELIVER IN THE NAME OF AND ON BEHALF OF THE TOWN OF ELLINGTON, AN APPLICATION AND CONTRACT WITH THE STATE LIBRARY FOR AN HISTORIC DOCUMENTS PRESERVATION GRANT.

K. Winterfest 2006:

MOVED (SCUDIERI), SECONDED (CHARTER) AND PASSED UNANIMOUSLY TO GRANT THE REQUEST OF THE WINTERFEST COMMITTEE TO HOLD THE 2006 WINTERFEST ON THE TOWN GREEN ON SATURDAY, DECEMBER 2, 2006 BETWEEN 3:00 AND 7:00 P.M. INCLUDING SET-UP AND CLEAN-UP FOR A TREE LIGHTING CEREMONY TO BE COORDINATED WITH THE PUBLIC WORKS DEPARTMENT, PROVIDED ALL NECESSARY TOWN AGENCY APPROVALS AND

STATE PERMITS ARE OBTAINED. FURTHER RESOLVED, THAT TWO SANI-CANS SHALL BE PROVIDED BY THE TOWN FOR THE WINTERFEST ACTIVITIES AND POLICE COVERAGE SHALL ALSO BE PROVIDED BY THE TOWN.

L. Request To Fill Two Laborer Positions for the DPW:

MOVED (SCUDIERI), SECONDED (MILLER) AND PASSED UNANIMOUSLY TO AUTHORIZE THE DIRECTOR OF PUBLIC WORKS TO FILL TWO VACANCIES FOR LABORER POSITIONS AT AN HOURLY SALARY OF \$18.13 PER HOUR FOR A 40-HOUR WORK WEEK, WITH STARTING DATES TO BE DETERMINED BY THE DIRECTOR OF PUBLIC WORKS.

M. Send Additional BOE Replacement Vans To Town Meeting:

MOVED (SCUDIERI), SECONDED (CHARTER) AND PASSED UNANIMOUSLY TO ADD THE REQUEST FOR ADDITIONAL BOE REPLACEMENT VANS TO THE TOWN MEETING SCHEDULED FOR MONDAY, OCTOBER 16, 2006 AT 7:00 P.M. FOR CONSIDERATION, PENDING BOARD OF FINANCE APPROVAL.

N. Human Services Commission – Removal of Member:

MOVED (SCUDIERI), SECONDED (FRAWLEY) AND PASSED UNANIMOUSLY TO REMOVE JENIFER EUKERS FROM THE HUMAN SERVICES COMMISSION, AS SHE IS NO LONGER A RESIDENT/ELECTOR OF THE TOWN OF ELLINGTON.

VI. ADMINISTRATIVE REPORTS: So noted.

VII. SELECTMEN COMMITTEE REPORTS:

A. Personnel Committee:

1. Resignations: None
2. Appointments:

MOVED (CHARTER), SECONDED (MILLER) AND PASSED UNANIMOUSLY TO APPOINT CATHY VEROST AS AN ALTERNATE MEMBER TO THE ECONOMIC DEVELOPMENT COMMISSION TO FILL AN UNEXPIRED TERM TO JANUARY 31, 2007.

MOVED (HARFORD), SECONDED (CHARTER) AND PASSED UNANIMOUSLY TO REAPPOINT NANCY LEMEK AS LAND RECORDS INSPECTOR FOR A ONE-YEAR TERM TO SEPTEMBER 30, 2007.

MOVED (CHARTER), SECONDED (MILLER) AND PASSED UNANIMOUSLY TO REAPPOINT CAROL STROM AS AN ALTERNATE MEMBER OF THE PLANNING & ZONING COMMISSION FOR A TWO-YEAR TERM TO SEPTEMBER 30, 2009.

B. Other:

Mr. Frawley stated that the BOS Town Policies Committee has scheduled a meeting for October 16, 2006 at 6:45 p.m.

Mr. Miller reminded Mr. Charter and Mr. Scudieri that the BOS Town Ordinance Committee needs to schedule a meeting to discuss a noise ordinance and an ethics ordinance.

VIII. SELECTMEN LIAISON REPORTS: None

IX. FIRST SELECTMAN'S REPORT:

Mr. Frawley asked for an update on the traffic signal at the Pinney Street and Windermere Avenue intersection. Mr. Stupinski stated that he has a meeting scheduled with the State Traffic Commission and Mr. Santini to discuss stop signs at this intersection.

Mr. Miller asked for an update on the Windermere Bridge project. Mr. Michaud stated that the State will prepare bid packages this month and anticipates the bid will be awarded in February or March 2007.

X. CORRESPONDENCE:

- A. August 31, 2006 Memo from Conservation Commission re: Crystal Lake Dam: So noted.

XI. ADJOURNMENT:

MOVED (HARFORD), SECONDED (FRAWLEY) AND PASSED UNANIMOUSLY TO ADJOURN THE MEETING OF THE BOARD OF SELECTMEN AT 9:54 P.M.

Submitted by Marie Sauve Approved Michael P. Stupinski  
Marie Sauve Michael P. Stupinski





STATE OF CONNECTICUT • COUNTY OF TOLLAND  
INCORPORATED 1786

# TOWN OF ELLINGTON

55 MAIN STREET • P.O. BOX 187  
ELLINGTON, CONNECTICUT 06029-0187  
TEL 860-870-3100 FAX 860-870-3102  
[www.ellington-ct.gov](http://www.ellington-ct.gov)

MICHAEL P. STUPINSKI  
First Selectman

MICHAEL P. SCUDIERI  
Deputy First Selectman

PETER J. CHARTER  
DENNIS W. FRAWLEY  
ANN L. HARFORD  
A. LEO MILLER, JR.  
JAMES M. PRICHARD

## NOTICE OF PUBLIC HEARING TOWN OF ELLINGTON PROPOSED REFUSE USER FEE

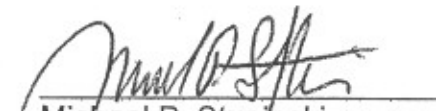
Notice is hereby given that the Town of Ellington will hold a Public Hearing on September 18, 2006 at 7:30 p.m. prevailing time at the Ellington Town Hall, 55 Main Street, Ellington, Connecticut for the purpose of hearing comments by property owners concerning the proposed REFUSE user fee (pursuant to Section VIII.A.5 of the Solid Waste Collection Ordinance) to be charged to residential dwellings in Ellington. At the above hearing property owners being charged shall have the opportunity to be heard.

The proposed charge per residential unit: \$95.00

The proposed unit charge covers the period from July 1, 2006 through June 30, 2007.

Dated at Ellington, Connecticut, this 31<sup>st</sup> day of August, 2006.

BY ORDER OF THE  
BOARD OF SELECTMEN

  
Michael P. Stupinski  
First Selectman

	TOWN OF WILMINGTON														
	BUDGET EXECUTION	APPROVED													
	FISCAL YEAR 2006-07	BUDGET	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE	TOTAL
	GENERAL GOVERNMENT														
110	BOARD OF SELECTMEN	189,026	21,133	13,452	13,804	13,875	15,752	20,028	14,652	13,352	15,232	13,602	13,352	20,792	189,026
120	BOARD OF FINANCE	8,000	68	43	83	43	5,677	84	42	100	100	900	60	800	8,000
121	AUDITORS	29,500	5,900	5,900	5,900	5,900	5,900								29,500
122	AUDITORS-SPEC. PROJECTS	100												100	100
130	FINANCE OFFICER	222,286	16,039	16,654	14,894	17,801	16,094	22,628	17,094	20,794	22,309	16,244	17,094	24,641	222,286
131	TAX ASSESSOR	209,734	22,962	13,272	21,892	15,198	15,128	23,987	13,931	17,772	12,892	13,282	13,372	26,046	209,734
132	TAX COLLECTOR	132,852	21,946	8,956	9,286	9,206	8,956	13,884	9,156	9,156	9,286	8,626	11,356	13,038	132,852
133	BD OF ASSESSMENT APPEALS	500			125				125		125		125		500
134	INS ADVISORY BD	100			25				25			25		25	100
140	TOWN CLERK	203,505	13,058	13,058	13,058	13,058	17,058	17,837	13,058	19,058	15,058	16,058	29,558	23,588	203,505
150	TOWN COUNSEL	86,500	7,208	7,208	7,208	7,208	7,208	7,208	7,208	7,208	7,208	7,208	7,208	7,212	86,500
155	PROBATE COURT	7,602	634	634	634	634	634	634	634	634	634	634	634	628	7,602
170	TOWN PLANNER	202,627	14,995	15,095	16,995	14,995	16,995	24,030	14,995	17,495	14,995	14,995	14,995	22,047	202,627
		1,292,332	123,943	94,272	103,904	97,918	109,402	130,320	90,920	105,569	97,839	91,574	107,754	138,917	1,292,332
	BOARDS AGENCIES & COMMISSIONS														
210	REGISTRARS & ELECTORS	48,421	2,420	3,410	2,420	4,920	15,330	3,330	2,120	2,120	4,320	2,780	2,120	3,131	48,421
220	ECON DEV COMM	8,200	3,200	200	1,500	200	950	200	200	950	200	200	200	200	8,200
230	PLANNING & ZONING	61,304	10,500	500	5,502	9,252	5,502	5,785	9,252	5,502	502	4,252	502	4,253	61,304
235	DESIGN REVIEW BOARD	1,000	85	85	85	85	85	85	85	85	85	85	85	65	1,000
240	ZONING BD OF APPEALS	7,200	500	770	600	650	600	600	650	530	500	650	500	650	7,200
250	PERM BLDG COMM	1,850	154	154	154	154	154	154	154	154	154	154	154	156	1,850
260	INLAND WETLAND AGENCY	16,750	2,600	700	2,200	1,275	2,000	700	2,375	1,200	850	1,075	700	1,075	16,750
265	FLOOD & EROSION CONTROL BD	10,000	825	825	825	825	825	825	925	825	825	825	825	825	10,000
275	CONSERVATION COMM	7,750	220	220	2,720	220	220	2,720	220	220	220	220	220	330	7,750
280	WPCA	1	1												1
		162,476	20,505	6,864	16,006	17,581	25,666	14,399	15,981	11,586	7,656	10,241	5,306	10,685	162,476
	PUBLIC SAFETY														
310	CENTER FIRE DEPT	140,665	2,000	9,440	12,577	12,240	12,310	13,647	12,310	12,208	13,546	12,208	12,498	15,681	140,665
320	CRYSTAL LAKE FIRE DEPT	62,313	3,672	3,672	5,672	2,928	5,672	3,908	8,672	4,672	9,972	4,672	4,672	4,129	62,313
321	FIRE PROTECT HYDRANTS	274,900	21,908	21,908	21,908	21,908	21,908	21,908	21,908	21,908	21,908	21,908	21,908	33,912	274,900
322	EMERGENCY 911	38,112	18,700	50			50	176	18,600	300		150	50	36	38,112
330	POLICE	667,677	59,240	52,740	61,950	50,990	48,740	77,300	48,740	48,740	48,740	48,740	48,740	73,017	667,677
331	POLICE SPECIAL DUTY	10,000	833	833	833	833	833	833	833	833	833	833	833	837	10,000
333	POLICE DRUG ABUSE (DARE)	1,500						250						1,250	1,500
340	ANIMAL CONTROL OFFICER	75,326	4,976	4,626	4,626	5,306	6,126	6,597	5,761	4,626	4,626	4,806	4,626	18,624	75,326
350	EMERGENCY MANAGEMENT	16,773	1,312	1,312	1,312	1,312	1,312	1,822	1,312	1,312	1,312	1,312	1,312	1,831	16,773
360	BUILDING DEPT	114,727	8,304	8,304	8,304	9,650	8,304	12,326	11,225	8,304	8,304	9,418	8,304	13,980	114,727
370	E. VOLUNTEER AMBULANCE	198,949	13,784	24,784	24,784	15,784	14,784	16,676	14,784	14,784	14,784	14,554	13,784	15,663	198,949

TOWN OF WILMINGTON															
BUDGET EXECUTION	APPROVED														
FISCAL YEAR 2006-07	BUDGET	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE	TOTAL	
375 EMERGENCY SERVICE PGM	95,000				23,750			23,750			23,750		23,750	95,000	
380 PUBLIC SAFETY	100			25			25			25			25	100	
391 FIRE MARSHAL	69,535	5,430	5,430	5,430	5,430	5,430	7,784	5,430	5,430	5,430	5,430	5,430	7,451	69,535	
	1,765,577	140,159	133,099	147,421	150,131	125,469	163,252	173,325	123,117	129,480	147,781	122,157	210,186	1,765,577	
<b>PUBLIC WORKS</b>															
410 GENERAL TOWN ROADS	1,232,819	78,928	95,192	86,860	89,545	101,980	150,904	101,002	109,906	95,924	92,856	93,702	136,020	1,232,819	
415 NEW EQUIPMENT	10,000			5,000							5,000			10,000	
420 EQUIPMENT MAINTENANCE	184,735	15,393	15,393	15,393	15,393	15,393	15,393	15,393	15,393	15,393	15,403	15,393	15,402	184,735	
425 TOWN GARAGE MAINT	60,168	3,510	3,510	3,810	5,784	5,734	6,764	5,734	5,734	6,034	5,784	3,530	4,240	60,168	
430 STREET SIGNS	10,000	1,000	1,000	1,000		1,000	1,000			3,000	1,000	1,000		10,000	
435 GROUNDS MNT/BOE/PARKS	49,100	3,000	3,000	11,000		5,000					3,000	10,100	14,000	49,100	
439 TOWN ROAD AID-WINTER	120,000				6,000	15,000	34,000	15,000	15,000	10,000	25,000			120,000	
440 TOWN ROAD AID-MATERIALS	204,399	5,399	40,000	10,000	5,000	5,000	2,000	2,000	5,000	20,000	30,000	30,000	50,000	204,399	
SUB-TOTAL	1,871,221	107,230	158,095	133,063	121,722	149,107	210,061	139,129	151,033	150,351	178,043	153,725	219,662	1,871,221	
450 SANITARY LANDFILL	484,280	37,000	38,500	40,000	45,000	45,000	39,000	36,000	36,000	37,000	40,000	45,000	45,780	484,280	
455 SANITARY RECYCLING	243,007	18,000	20,000	18,000	20,000	18,000	20,500	18,500	20,500	22,507	21,000	21,000	25,000	243,007	
456 HOUSEHOLD HAZARD. WASTE	23,000			2,000		3,000	18,000							23,000	
460 WPCA MAINTENANCE	63,000	3,500	5,500	6,500	5,500	3,520	6,500	5,500	5,500	5,500	4,500	4,500	6,480	63,000	
470 STREET LIGHTING	71,660	5,971	5,971	5,971	5,971	5,971	5,971	5,971	5,971	5,971	5,971	5,971	5,979	71,660	
480 ENGINEER & INSPECTIONS	80,000						40,000						40,000	80,000	
	2,836,168	171,701	228,066	205,534	198,193	224,598	340,032	205,100	219,004	221,329	249,514	230,196	342,901	2,836,168	
<b>RECREATION</b>															
540 PARKS & RECREATION	0													0	
510 ADMINISTRATION	148,999	11,576	11,576	11,576	11,576	11,576	16,619	11,576	11,576	11,576	11,576	11,576	16,620	148,999	
511 TOWNWIDE MAINTENANCE	1,800	300	300	100	300	300					100	100	300	1,800	
512 SUMMER PLAY GROUNDS	19,750	9,350	6,600	3,300									500	19,750	
513 WATER FRONT	20,600	8,720	7,920	3,960										20,600	
514 RECREATION PROGRAMS	77,259	3,140	4,640	7,640	4,852	4,640	7,710	3,140	7,640	7,640	4,852	6,140	15,225	77,259	
527 SENIOR CITIZENS	0													0	
536 MINI-PROGRAMS	30,617		2,000	4,500	2,000	500	6,000	500	4,000	2,000	3,500	2,617	3,000	30,617	
539 PARKS RECREATION EQUIP	4,000			2,000		2,000								4,000	
540 TEEN CENTER ACTIVITIES	4,000				1,000					1,300			1,700	4,000	
550 CULTURAL ARTS	100			25			25	25	0		25			100	
560 INTERAGCY AFTER SCH PRGM	9,000				5,000						4,000			9,000	
580 SHENIPSIT LAKE RECR	0													0	
585 CRYSTAL LAKE MONITOR	6,700									0	3,000	2,000	1,700	6,700	
	322,825	33,086	33,036	33,101	24,728	19,016	30,354	15,241	23,216	22,516	27,053	22,433	39,045	322,825	
<b>LIBRARY</b>															

TOWN OF JINGTON															
BUDGET EXECUTION		APPROVED													
FISCAL YEAR 2006-07		BUDGET	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE	TOTAL
610	HALL MEMORIAL LIBRARY	464,675	68,032	32,032	32,032	32,032	53,432	43,462	32,032	32,032	32,032	32,032	32,032	43,493	464,675
		464,675	68,032	32,032	32,032	32,032	53,432	43,462	32,032	32,032	32,032	32,032	32,032	43,493	464,675
SOCIAL SERVICES															
710	PUBLIC HEALTH NURSING	7,225	602	602	602	602	602	602	602	602	602	602	602	603	7,225
712	POTTER'S HOUSE	500		500											500
713	HOCKANUM INDUSTRIES INC	500		500											500
715	TRI-TOWN EMERGENCY SHELTER	0													0
720	CON LEGAL SERVICES	1,700	141	141	141	141	141	141	141	141	141	141	141	149	1,700
725	YWCA SEXUAL ASSAULT SERV	1,100		1,100											1,100
726	NC REG MENTAL HEALTH BD	904		904											904
731	KIDSAFE CT	3,000		3,000											3,000
740	HOCKANUM VALLEY	21,000	1,750	1,750	1,750	1,750	1,750	1,750	1,750	1,750	1,750	1,750	1,750	1,750	21,000
741	FOOD PANTRY	500	42	42	42	42	42	42	42	42	42	42	42	38	500
744	ROPE	12,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	12,000
745	YOUTH ACTIVITY PROGRAMS	22,845	1,457	1,457	1,957	1,957	1,957	1,957	1,957	1,957	1,957	1,957	1,957	2,318	22,845
746	HARTFORD INTERVAL HOUSE	1,500		1,500											1,500
750	HUMAN SERVICES	160,452	12,399	12,399	12,399	12,399	12,399	18,231	12,399	12,399	12,399	12,399	12,399	18,231	160,452
	SUB-TOTAL	233,226	17,391	24,895	17,891	17,891	17,891	23,723	17,891	17,891	17,891	17,891	17,891	24,089	233,226
770	NORTH CENTRAL HEALTH DT	50,201	12,550			12,550				12,550		12,551			50,201
780	WELFARE	14,500	1,210	1,210	1,210	1,210	1,210	1,210	1,210	1,210	1,210	1,210	1,210	1,190	14,500
790	MUNICIPAL AGENT	1,800	150	150	150	150	150	150	150	150	150	150	150	150	1,800
795	SENIOR CENTER	124,112	9,548	9,548	9,548	9,548	9,548	14,322	9,548	9,548	9,548	9,548	9,548	14,310	124,112
		423,839	40,849	35,803	28,799	41,349	28,799	39,405	28,799	41,349	28,799	41,350	28,799	39,739	423,839
TOWN PROPERTIES															
810	TOWN HALL	293,602	24,049	24,049	24,048	24,048	24,049	24,049	24,048	24,048	24,055	24,048	24,062	29,049	293,602
820	CENTER CEMETARY	500	500												500
830	BATZ PROPERTY	0													0
840	ARBOR COMMONS	16,800	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400	16,800
		310,902	25,949	25,449	25,448	25,448	25,449	25,449	25,448	25,448	25,455	25,448	25,462	30,449	310,902
DEBT SERVICE															
910	DEBT REDEMPTION-PRIN	2,178,323				152,934		1,285,389		385,000	355,000				2,178,323
920	DEBT REDEMPTION-INT	999,815		66,538	100,865	10,751		387,716		68,788	100,865			264,292	999,815
		3,178,138	0	66,538	100,865	163,685	0	1,673,105	0	453,788	455,865	0	0	264,292	3,178,138
FIXED CHARGES															
930	SOCIAL SECURITY	266,000	20,000	19,500	18,000	20,250	20,100	33,000	24,500	22,000	19,500	20,000	19,650	29,500	266,000
950	INSURANCE	1,568,975	151,225	128,325	145,325	86,325	110,325	179,885	106,525	135,525	176,525	105,525	129,525	113,940	1,568,975
951	INSURANCE REIMB & CLAIMS	7,500												7,500	7,500

	TOWN OF WILMINGTON														
	BUDGET EXECUTION	APPROVED													
	FISCAL YEAR 2006-07	BUDGET	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE	TOTAL
952	INSURANCE PRIOR YEAR	5,000												5,000	5,000
960	SERVICE INSURANCE	56,000		56,000											56,000
		1,903,475	171,225	203,825	163,325	106,575	130,425	212,885	131,025	157,525	196,025	125,525	149,175	155,940	1,903,475
	MISCELLANEOUS														
1010	CONTINGENCY FUND	147,000												147,000	147,000
1016	CAPITAL RESERVE FUND	91,538												91,538	91,538
1020	ADHOC ALCOHOL DRUG CNCIL	6,700		0	670	670	670	670	670	670	670	670	670	670	6,700
1021	CADAC-RECREATION	2,400			1,200								1,200		2,400
1022	ROPE	0													0
1030	MEMORIAL DAY COMMITTEE	1,700										1,700			1,700
1035	CHARTER REVISION COMM	2,650	250	250	250	200	300	200	200	300	200	200	200	100	2,650
1040	MISCELLANEOUS	2,000	160	160	160	160	160	160	160	160	160	160	160	240	2,000
1050	REFERENDUM	25,000		4,000									10,000	11,000	25,000
1060	BUILDING DEMO/EVICTIONS	5,000		500	1,000	500					500	1,000	1,000	500	5,000
1065	SALARY ADJUSTMENT	29,400												29,400	29,400
1075	TOWN COMMUNICATIONS	10,200	810	1,000		2,000	800	800	1,800		1,000	1,990			10,200
1080	TOWN WEB SITE	7,300			2,000			2,000			2,000		1,300		7,300
1085	GRANT APPLICATIONS	5,000					2,500	2,500							5,000
1090	GIS	30,000		6,000			6,000	6,000			6,000			6,000	30,000
		365,888	1,220	11,910	5,280	3,530	10,430	12,330	2,830	1,130	10,530	5,720	14,530	286,448	365,888
1100	CAPITAL OUTLAY														
	UNIMPROVED RD IMP	80,000		80,000											80,000
	LOCAL CAP IMP PRGM	101,431		101,431											101,431
	ROAD OVERLAY	300,000		50,000	100,000	150,000									300,000
	WINDERMERE RD/PINNEY ST R	60,000									30,000		30,000		60,000
	WINDERMERE BRIDGE ENG	45,000					25,000			20,000					45,000
	TOWNWIDE SIDEWALKS	30,000										15,000	15,000		30,000
	DPW-ONE TON TRUCK REPLMNT	40,000				40,000									40,000
	EVAC-TRAIN/EMERG RESP VH	50,000				50,000									50,000
	EVAC-DEFIB EQUIPMENT	11,000				11,000									11,000
	EVAC-LAPTOP COMPUTERS	22,000				22,000									22,000
	ELFD-HOSE TOWER	18,000				18,000									18,000
	BOE-RELMNT VANS-2	50,000				50,000									50,000
	BOE-WINDERMERE SOFFIT RP	30,000				30,000									30,000
	BOE-EHS VIDEO PRODUCT LAB	53,000				53,000									53,000
		890,431	0	231,431	100,000	424,000	25,000	0	0	20,000	0	45,000	45,000	0	890,431
1200	BOARD OF EDUCATION	25,273,265	617,071	772,026	2,913,885	2,041,195	2,067,834	2,400,020	1,949,604	1,793,104	3,140,008	1,895,158	2,001,961	3,681,399	25,273,265
	GRAND TOTAL	39,189,991	1,413,740	1,874,351	3,875,600	3,326,365	2,845,520	5,085,013	2,670,305	3,006,868	4,367,534	2,696,396	2,784,805	5,243,494	39,189,991

TOWN OF ELLINGTON														
BUDGET EXECUTION	APPROVED													
FISCAL YEAR 2006-07	BUDGET	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE	TOTAL
APPROVED BUDGET	39,189,991													
	0													
August 21, 2006 Town Meeting														
BOE Resurfacing EHS Track	39,000			20,000	19,000									39,000



					V-A
	TAX COLLECTOR'S REFUNDS/ABATEMENTS				
	SEPTEMBER, 2006				
DOLLAR AMOUNT	PERSON/CORPORATION	MV/PERS.PROP REAL ESTATE	YEAR	TAX/ASSESSOR REQUESTING DEPT.	REASON FOR
	REFUNDS				
\$23.26	BALDIZZI ROBERT M	MOTOR VEHICLE	05	TAX OFFICE	OVERPAYMENT
\$31.22	BROCK KERRY A	MOTOR VEHICLE	05	ASSESSOR	VEHICLE SOLD
\$1,611.58	FIRST AMERICAN (for LAPPEN MARK J)	REAL ESTATE	05	TAX OFFICE	DUPLICATE PYMT
\$2,503.51	FIRST AMERICAN (for MUNN, M & R)	REAL ESTATE	05	TAX OFFICE	DUPLICATE PYMT
\$130.54	FRANCHERE JEREMY M or CHRISTINE	MOTOR VEHICLE	05	TAX OFFICE	OVERPAYMENT
\$3,365.19	LSI (FOR ADAMS, THOMAS & LORRAINE)	REAL ESTATE	05	TAX OFFICE	DUPLICATE PYMT
\$75.11	MUNN MICHELLE H & RANDALL G	REAL ESTATE	05	TAX OFFICE	OVERPAYMENT
\$1,812.55	PERKINS & ASSOCIATES, TRUSTEE (for PIERCE)	REAL ESTATE	05	TAX OFFICE	DUPLICATE PYMT
\$7.62	PINARD CHRISTOPHER M	MOTOR VEHICLE	04	TAX OFFICE	OVERPAYMENT
\$9,560.58	SEPTEMBER REFUND TOTAL				
	ABATEMENTS				
\$934.01	BUTTNER ROBERT	MOTOR VEHICLE	92-94	TAX OFFICE	HARDSHIP-int only: must pay tax
\$934.01	SEPTEMBER ABATEMENT TOTAL				
\$10,494.59	SEPTEMBER, 2006 REFUND AND ABATEMENT TOTAL				

**Table 1- At Current Capacities**

	Pre-Kindergarten through			EMS			EHS - Grades 9-12			
	Grade 6			Grades 7 and 8						
	Design	Student Population		Design	Student Population		Design	Student Population		
	Cap.	% of Design Capacity		Cap.	% of Design Capacity		Cap.	% of Design Capacity		
2005-2006	1490	1390	93.29%	400	383	95.75%	800	721	90.13%	2494
2006-2007	1490	1422	95.44%	400	382	95.50%	800	733	91.63%	2537
2007-2008	1490	1440	96.64%	400	398	99.50%	800	756	94.50%	2594
2008-2009	1490	1454	97.58%	400	404	101.00%	800	765	95.63%	2623
2009-2010	1490	1455	97.65%	400	415	103.75%	800	754	94.25%	2624
2010-2011	1490	1461	98.05%	400	420	105.00%	800	760	95.00%	2641
2011-2012	1490	1436	96.38%	400	449	112.25%	800	784	98.00%	2669
2012-2013	1490	1425	95.64%	400	468	117.00%	800	797	99.63%	2690
2013-2014	1490	1412	94.77%	400	456	114.00%	800	835	104.38%	2703
2014-2015	1490	1410	94.63%	400	450	112.50%	800	859	107.38%	2719
2015-2016	1490	1416	95.03%	400	434	108.50%	800	874	109.25%	2724

**Table 2 - Renovate CLS; Add 18 Rooms EMS and Transfer Grade 6; Add 8 Rooms EHS**

	Pre-Kindergarten through			EMS			EHS - Grades 9-12			
	Grade 6			Grades 7 and 8			(8-classroom Addition)			
	Design	Student Population		Design	Student Population		Design	Student Population		
	Cap.	% of Design Capacity		Cap.	% of Design Capacity		Cap.	% of Design Capacity		
2005-2006	1490	1390	93.29%	400	383	95.75%	800	721	90.13%	2494
2006-2007	1490	1422	95.44%	400	382	95.50%	800	733	91.63%	2537
2007-2008	1490	1440	96.64%	400	398	99.50%	800	756	94.50%	2594
2008-2009	1490	1454	97.58%	400	404	101.00%	800	765	95.63%	2623
2009-2010	1490	1455	97.65%	400	415	103.75%	800	754	94.25%	2624
2010-2011	1490	1461	98.05%	400	420	105.00%	960	760	79.17%	2641

	Pre-Kindergarten through			EMS			EHS - Grades 9-12			
	Grade 5			Grades 6, 7 and 8			(8-classroom Addition)			
	Design	Student Population		Design	Student Population		Design	Student Population		
	Cap.	% of Design Capacity		Cap.	% of Design Capacity		Cap.	% of Design Capacity		
2011-2012	1490	1214	81.48%	760	671	88.29%	960	784	81.67%	2669
2012-2013	1490	1200	80.54%	760	693	91.18%	960	797	83.02%	2690
2013-2014	1490	1196	80.27%	760	672	88.42%	960	835	86.98%	2703
2014-2015	1490	1201	80.60%	760	659	86.71%	960	859	89.48%	2719
2015-2016	1490	1209	81.14%	760	641	84.34%	960	874	91.04%	2724

Desirable Below 85%

Challenging 85% - 94.99 %

Overcrowded 95% and above

Assumes ED 049 Filed by June 30, 2007

EHS 8 Room Addition Completed for September 2010

EMS 18 Room Addition Completed for September 2011

## Energy Accounts Creating Freeze

2005-2006

	Budgeted	Expended	Balance
321 Electricity	\$322,593.00	\$386,862.06	-\$64,269.06
327 Propane/Natural Gas	\$22,967.00	\$43,055.07	-\$20,088.07
418 Heating Fuel	\$250,619.00	\$272,732.98	-\$22,113.98
331 Diesel Regular Trans.	\$81,400.00	\$133,858.88	-\$52,458.88
334 Gasoline - SP Serv.	\$15,318.00	\$12,180.38	\$3,137.62

**-\$155,792.37**

## Significant Under Spent Budget Accounts Due to Freeze

2005-2006

312 Program Improvement	\$13,247.36
326 Equipment Repairs/Maint	\$10,492.56
329 Repairs & Maintenance	\$8,698.45
332 Conference & Travel BD & Admin	\$1,293.97
333 Conference & Travel Teacher	\$3,676.30
340 Communication Services	\$23,546.21
360 Printing	\$4,999.08
411 Admin Supplies	\$11,339.37
412 Instructional Supplies/ Reg Program	\$26,007.97
413 Instructional Supplies/ SP Program	\$11,231.22
415 Basic Supplies	\$9,672.35
416 Custodial Supplies	\$9,871.89
430 Library Media	\$22,466.47

**\$156,543.20**

## Town of Ellington Position Description

TITLE:	Administrative Assessment Technician	STATUS:	Non-Exempt
DEPARTMENT:	Assessor's Office	CLASSIFICATION:	
SUPERVISED BY:	Assessor	BARGAINING UNIT:	White Collar

### OBJECTIVES

Under the supervision of the Assessor, provides administrative and technical assistance to the Assessor in the valuation of real and personal property and motor vehicles; collects and processes information to establish the Town Grand List.

### ESSENTIAL FUNCTIONS

Prices, enters and runs reports for motor vehicles and motor vehicle supplements.

Processes property transfers and forwards M-45 copies to OPM.

Assists in the processing of personal property declarations.

Enters data for new homes, home additions and miscellaneous improvements into the CAMA software.

Receives applications from homeowners and veterans for tax assessment reductions ("circuit breakers"); assists public in completing various exemption forms.

Utilizes a personal computer for assessment transfers, correspondence, reconciliations and permits.

Assists in preparing the Grand List and statistical reports.

Meets, greets and assists the general public, attorneys, appraisers and title searchers regarding Town properties; types letters, answers telephone and makes copies of street cards.

Performs other related duties as assigned.

#### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of assessment principles, standard office methods and procedures, and the use of a computer for word and excel software.

Knowledge of criteria used for distress programs, personal property values, elderly programs, veterans programs, SSI, blind and municipal ordinances.

Ability to read and understand deeds.

Ability to establish and maintain effective working relationships with other employees and the public.

Ability to prepare computer and statistical reports.

Skill in utilizing administrative and CAMA software packages.

#### REQUIRED EQUIPMENT OPERATION

Operates computers that meet requirements of the State Office of Policy and Management, software packages, and standard office equipment including typewriter, calculator, etc.

#### REQUIRED PHYSICAL EFFORT

Must be able to sit at a desk or stand at an assigned location and work continuously for extended periods of time, utilizing assigned office equipment, carry and lift deed books, reports and office equipment.

#### REQUIRED QUALIFICATIONS (Minimum)

Graduation from High School, successful completion of Certified Connecticut Municipal Assessor courses 1A, 1B and 2A, plus 3 years experience in municipal assessment or equivalent combination of education, training and experience.

AAT or CCMA designation preferred.

**BOS Approved: 9/18/06**